

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE <div style="text-align: center;">J</div>		PAGE OF PAGES <div style="text-align: center;">1 6</div>	
2. AMENDMENT/MODIFICATION NO. <div style="text-align: center;">0001</div>		3. EFFECTIVE DATE <div style="text-align: center;">10-Jun-2011</div>		4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO.(If applicable)	
6. ISSUED BY USA MED RESEARCH ACQ ACTIVITY 820 CHANDLER ST FORT DETRICK MD 21702-5014		CODE W81XWH		7. ADMINISTERED BY (If other than item 6) US ARMY MEDICAL RESEARCH ACQUISITION ACT ATTN: MADELINE WAHL MADELINE.WAHL@AMEDD.ARMY.MIL FORT DETRICK MD 21702		CODE W81XWH	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. W81XWH-11-R-0031	
				X		9B. DATED (SEE ITEM 11) 10-Jun-2011	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment is to changed the proposal due date in Block 8 of SF 1449 and Section L, Proposal Submission from 6/24/11 12:00 a.m. to 6/27/11 2:00 pm local time, Frederick, MD.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		10-Jun-2011	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION A - SOLICITATION/CONTRACT FORM

The required response date/time has changed from 24-Jun-2011 12:00 AM to 27-Jun-2011 02:00 PM.

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

PROPOSAL SUBMISSION**SECTION L****PROPOSAL SUBMISSION****A. INSTRUCTIONS TO OFFERORS**

Introduction and Purpose - This section specifies the format and content that Offerors shall use in responding to this Request for Proposal (RFP). The intent is not to restrict the Offerors in the manner in which they will perform their work, but rather to ensure a certain degree of uniformity in the format of the responses for evaluation purposes. Offerors shall submit a proposal that is legible and comprehensive enough to provide the basis for a sound evaluation by the Government. Information provided should be precise, factual, and complete. Legibility, clarity, completeness, and responsiveness are of the utmost importance. Any proposal which does not provide, as a minimum, that which is required in this solicitation may be determined to be substantially incomplete and not warrant any further consideration.

The Government intends to evaluate proposals and award without discussions with contractors. Therefore, the contractor's initial proposal should contain the contractor's best terms from a cost or price and technical standpoint. However, the Government reserves the right to conduct discussions in the Contracting Officer (CO) determined that it is deemed necessary later. The Government may reject any or all proposals if such action is in the Government best interest; accept other than the lowest proposal; and waive informalities and minor irregularities in proposals received.

SUBMISSION OF PROPOSALS: Proposals shall be submitted and received in three (3) Volumes and no later than **27 June 2011 by 2:00 PM Local Time, Frederick, MD.**

Volume 1 - TECHNICAL PROPOSAL

Volume 2 - PAST PERFORMANCE/PERFORMANCE RISK

Volume 3 - PRICE PROPOSAL

1. Each volumes shall be separate and complete, so that the evaluation of each one may be accomplished independently and concurrently with, evaluation of the others. Each Volume shall be placed on a separate CD.

Proposals shall be submitted to the following address:

Director

U.S. Army Medical Research Acquisition Activity (USAMRAA)

ATTN: MCMR-AAA-T/W81XWH-11-R-0031 (Madeline Wahl, Contract Specialist

820

Chandler Street

Fort Detrick, MD 21702-5014

2. All questions in reference to this solicitation shall be submitted in writing via email no later than **15 June 2011 by 2:00 PM Local Time, Frederick, MD and closing date for receipt of proposal is 27 June 2011 by 2:00 PM Local Time, Frederick, MD.** Questions are to be submitted to both Ms. Madeline Wahl, Contract Specialist at madeline.wahl@amedd.army.mil and Ms. Laura N Charles, Contracting Officer at laura.n.charles@amedd.army.mil to include the follow subject line: the solicitation number: **W81XWH-11-R-0031** and project title, company name, and point of contact information.. Questions will not be addressed by telephone. Responses to all questions will be provided by amendment to the solicitation. In the event that multiple questions address the same issue, the Government reserves the right to answer a representative question that best exemplifies the issue. No additional questions will be accepted after the stated date(s).

3. Offerors shall referred to FAR 52.212-1, Instructions to Offerors Provisions, for general instructions on: submission, modification, revision and withdrawal of proposals; late proposals and revisions; offer expiration date; restrictions on disclosure and use of data; and contract award. Contractors shall complete and return all RFPs prior to the time specified in Block 8 of the standard form (SF) 1449 in order to be considered for award. Proposals shall be received before the closing date and time specify in this RFP or the proposal will be considered untimely and may be rejected.

4. Evaluation of Proposals: The Government will evaluate proposals in accordance with the evaluation criteria set forth in this RFP.

5. An Offeror's proposal shall stipulate that it is predicated upon all the terms and conditions of this RFP.

6. It is understood that the Offeror's proposal will become part of the official contract file.

B. PROPOSAL FORMATTING & PACKAGING GUIDELINES

1. Format. The Government's preferred format is as follows: The submission should be clearly indexed and logically assembled. Each volume should be clearly identified and should begin at the top of a page. All pages of each volume should be appropriately numbered and identified by the complete company name, date and solicitation number in the header and/or footer. The proposal shall be clear and legible. Attachments shall conform to the following guidelines:

- **Type Font:** 12 point, 10 pitch (Times New Roman)
- **Spacing:** Single-spacing between lines of text
- **Margins:** 1.0 inches on all sides
- **Acronyms:** Spell out all acronyms the first time when they are used. One page following the proposal body is allocated to spell out acronyms, abbreviations and symbols.
- **Language:** English
- **Format:** Microsoft Office Applications (i.e. MS Word, Excel)
- **Graphics & Tables:** 8 point, 10 pitch (Arial).

In addition, each paragraph should be separated by at least one blank line. A standard, 12-point minimum font size applies. Times New Roman font is preferred. Tables and illustrations may use a reduced font size not less than 8-point and may be landscape.

2. File Packaging. None of the proposal files shall be compressed (zipped). Zipped files cannot be opened by the Contracting Office.

3. Page Limitations. Page limitations shall be treated as maximums. If exceeded, the excess pages will not be considered in the evaluation of the proposals and will be destroyed without review. Volume 1 shall be tabbed to separate major sections—e.g., Technical Approach and all its subfactors. Offerors may also tab the Organizational Conflict of Interest (OCI) Mitigation Plan and the draft Quality Control Plan, and the draft

Recruitment/Retention Plan Tabs will not count against the indicated page limits and shall contain no other information besides tab title. Volume 2 shall be tabbed to separate major sections—e.g., Past Performance/Performance Risk. Offerors shall provide the number of hard and electronic file copies as follows:

CD	Contents	Title	Number of Hard/Electronic Copies
A	Volume 1	Technical Approach	4/5
B	Volume 2	Past Performance/ Performance Risk	4/5
C	Volume 3	Price Proposal	2/2

4. Electronic Copies. The electronic portion of the proposal shall be submitted on virus-free CD-ROMs compatible with Microsoft Office 2003 applications. In addition, each CD-ROM shall be made “final.” “Final” is a recording option that renders the CD totally used so no other data tracks can be added. Do not use compressed file formats. Use separate files to permit rapid location of all portions, including exhibits, annexes, and attachments, if any. A separate CD is required for each volume identified above. Documents such as previously printed materials, graphics or any other documents that cannot be submitted in electronic form are exempt, but if provided in hard copy, will be considered in the page count. A directory shall also be placed on the CD, if it contains more than one file.

C. VOLUME CONTENT

1. Volume 1 - TECHNICAL PROPOSAL

The Technical Proposal is required to meet all requirements of the RFP, not just Evaluation Factors to be eligible for award. The Offeror shall submit a proposal comprehensive enough to provide the basis for a sound evaluation by the Government. The Technical Proposal shall not exceed 50 pages including resumes and required plans. Pages exceeding the specific page limitation will be removed and not forwarded for evaluation. The Technical Proposal shall include a discussion of the Offeror’s methodology to meet all the requirements of the PWS. The Technical discussion shall be specific, detailed, and complete enough to clearly and fully demonstrate that the Offeror understands the requirements and the inherent problems associated with the objectives of this procurement. Stating that the Offeror understands and will comply with the specifications, or paraphrasing the specifications is inadequate as are phrases such as, “Standard procedures will be employed” and “Well-known techniques will be used.” The Technical Proposal shall be sufficient as to the Offeror proposes to comply with the PWS including a full explanation of the techniques and procedures the Offeror proposes to follow. Technical Proposals shall also include a proposed Quality Control Plan (PWS 2.5.1) for the Government’s consideration in development of the Government’s Quality Assurance Surveillance Plan (QASP). A QASP will specify the work requiring surveillance and the method of surveillance to determine that the services conform to the contract requirements. In addition, Technical Proposals shall include a draft Staffing and Recruitment Plan (PWS 2.5.1.2) and a draft Organizational Conflict of Interest Mitigation Plan (PWS 2.5.1.3).

(a) Technical Approach

The Offeror shall provide the following information, at a minimum:

(i) A proposed business approach to meeting the requirements of the PWS. This includes management of medical research and development contracts. The Offeror shall identify the personnel considered to be key personnel in meeting the requirements of the PWS. The Offeror shall identify the labor categories and corresponding effort that will be used in performing the work. The Offeror shall discuss the proposed labor categories in relation to experience, responsibilities and education in outlining its approach to meeting the PWS requirements.

(b) Personnel Qualifications

The Offeror shall provide the following information, at a minimum: (1) the qualifications of the Offeror's proposed Key Personnel (Project Officer, Nurse Case Manager/Liaisons) to include relevant education, training, and credentials; (2) the competency of the Offeror's personnel as determined by relevant experience to include general and research operations, regulated studies procedures, product development experience, and publication record; (3) qualification of personnel under the proposed labor categories; and (4) a draft Recruitment/Retention Plan to demonstrate their ability to recruit, retain and competent qualified personnel with the qualification and skills to successfully perform the requirements of the PWS. The Offeror shall provide a draft Recruitment/Retention Plan to demonstrate their ability to recruit and retain qualified and competent personnel with the qualifications and skills to successfully perform the requirements of the PWS. This includes any applicable licenses or regulatory certificates. The draft Recruitment/Retention Plan shall include methods to recruit and retain qualified U.S. applicants and resident/non-resident alien scientists.

(c) Draft Quality Control Plan (QCP) for timely and successful performance of the requirements of the PWS. A final QCP will be provided 10 days after contract award.

(d) Draft Staffing and Recruitment Plan shall be provided with the contractor's competitive proposal. The final Staffing and Recruitment plan shall be submitted 10 days after contract award, and shall include resumes.

(e) Draft Organizational Conflict of Interest (OCI) Mitigation Plan shall be provided with the contractor's competitive proposal. The final OCI plan shall be submitted 10 days after contract award

2. Volume 2 - PAST PERFORMANCE/PERFORMANCE RISK & SUBCONTRACTING PLAN

(a) Past Performance/Performance Risk

The Offeror shall describe awards of a nature and complexity similar to this proposed service contract and provide references in which the Offeror is presently performing or has performed in the past (within last 3 years) for the same or similar services. The past performance can be Government and/or commercial in nature; however, specific support provided to life sciences research, biomedical laboratories or other Government agencies.

Each contract description should provide the following information: Project or contract title; award number, contracting agency, type of contract, and total dollar value; date of contract and period of performance; Government agency or firm for which the work has been performed, including address, points of contact (project manager and contracting officer, name, title, address and telephone number; brief description of the contract work, scope and responsibilities; the average number of personnel (key and other personnel) assigned to the respective contract(s). In addition, a brief description of how the cited work is the same or similar to the proposed effort being submitted.

The Past Performance Proposal may not exceed 10 pages inclusive of references.

Sample format for past performance information:

Contracting Organization:	
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Contract Number:	
Contract Type:	
Period of Performance:	
Current Contract Value:	
Contact Person:	

DESCRIPTION OF WORK: (Provide a synopsis of work performed).

Past performance provided shall include both prime and subcontractor experience. Offerors shall describe problems encountered in the performance of similar services and describe how the problem(s) was/were resolved. **The Offeror shall have the referenced sources submit a Past Performance Questionnaire (Attachment 1) directly to the Contract Specialist, Ms. Madeline Wahl at Madeline.Wahl@amedd.army.mil prior to the closing date of the solicitation.** Past performance information obtained by the Government from other sources may also be used for evaluation. The information gathered will be used to assess the relevancy of previous services performed and to determine the degree of performance risk involved in accepting each Offeror's proposal. In the event an established Offeror is simply without a record of past performance, the Offeror's lack of past performance will be evaluated as an unknown risk having no favorable or unfavorable impact on the evaluation.

3. Volume 3 – PRICE PROPOSAL

Price Proposal shall consist of the following parts:

- Fully burdened hourly labor rates for all suggested labor categories and any additional proposed labor categories or levels (Completed Exhibit A). The proposal shall include rates for all Contract Line Item Numbers (CLINS) stated in Section B.2, Price/Cost Schedule of the SF 1449 and Exhibit A, with exception of Travel, which has already been estimated by the Government.
- Pricing information relating to Contractor Manpower Reporting requirements.
- Representations and Certifications.
- Signed SF1449 and required acknowledged solicitation amendments.

Suggested descriptions and historical contractor support are provided in Exhibit A of the RFP. Pricing shall be provided for individual labor categories as contained in Exhibit A of the RFP. The Government will evaluate offers for award purposes by comparing the fully burdened hourly labor rates proposed in Exhibit A and for the base year and all option years.

Solicitation, Offer and Award - Each Offeror shall complete (fill-in and signatures) Section A of the solicitation (Standard Form (SF) 1449), Solicitation/Contract/Order for Commercial Items provided with the solicitation. An authorized official of the firm shall sign the SF 1449 and acknowledge receipt of all amendments issued. An Acrobat PDF file shall be created to capture the signatures for submission.

Offeror Representations and Certifications - The Offeror shall complete the annual representations and certifications electronically through the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov>. In addition to submission to ORCA, the Offeror shall provide completed FAR 52.212-3 provision, Offeror Representations and Certifications – Commercial Items.

The business proposal should be specific and complete in every detail. The method of payment is Wide Area Workflow (WAWF). Contractors will use the 2in1 invoice format.

(End of Summary of Changes)